






## Health Data for All Ages

# Quickstart Instructions for Online Tables

## Locating Tables

The [Reports/Tables](#) list contains the folders of topics in the Health Data for All Ages data warehouse.


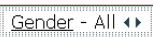
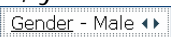
- Click on a folder to view content and tables:
  - Infants, Children, and Adolescents
  - Adults and Older Adults
  - State Data
- Or search for a topic using the Search box of the upper right hand corner of the Reports/Tables screen 
- Tables will appear in the Name window with two options for viewing:
  -  [downloading](#) tables to your computer (requires Beyond 20/20 browser to view tables offline)
  -  opening tables online (view immediately but only online)




## Working with Tables/Reports Online

Once you have opened a table, you are in the *table view*, which enables you to browse. The data are organized by “dimensions” such as region, gender, and age, which are displayed across the top of the table. For example, the tiles below show that the data in the associated table is percent for the entire Nation, all genders, all race/ethnic groups for the year 2001-2003 (3-year annual average):




Each dimension contains “items” (e.g., the dimension “Gender” contains the items “All,” “Male,” and “Female”). The table view is controlled by clicking on or moving dimension tiles:

- **Browsing:** To browse through different categories of a dimension, click on the forward or backward arrow  in the dimension tile to display data for items within a dimension. For example, when you click on the forward arrow in the gender dimension, you will see the tile change from the item “All” genders  to “Male” gender  and data for males will be shown in the table.
- **Changing display:** To change the display of the data in the table rows or columns, *click on the border of the dimension tile* (hatched area) to drag it:
  - ▶ **Change row/column:** Drag and drop a dimension over an existing row/column tile so that the entire hatched area of the underlying tile is highlighted yellow. When you release the mouse button, the dragged dimension will replace the underlying dimension on the table view.
  - ▶ **Nesting:** To “nest” dimensions within each other, drag and drop the desired dimension title to the bottom edge of row or column labels until a heavy yellow line appears on the underlying tile. When you release the mouse button, the dragged dimension will be displayed within the first dimension.

- **Charting:** To chart selections in the table, click the chart icon  located next to the **Actions** menu button. A thumbnail chart will appear. Click on the thumbnail to see the full-sized chart. To select items to view in the chart, click on the Actions menu  in the upper left hand corner and choose "Select Items to View." The Actions menu also provides other options to customize charts.
- **Sorting:** Click on the up or down arrow  in the corresponding column to sort by ascending or descending order.

## Summaries

Summaries provide explanatory information about the data you are viewing. View summaries by double-clicking on the summary icon  next to the table title, in the dimension tiles, or the item tiles.

## Printing

To print, click **Printable Version** in the **Actions** menu. The customized table or chart can now be printed without other page elements. Use your browser's **Print** command to print.

## Copying

Tables can be copied into other applications, such as a word processor or spread sheet.

- Click on the **Actions** menu from table view and choose **Download report data**. Choose the format to download the table.
- When copying/downloading tables, you must nest all the dimensions along the rows and/or columns. Only the data displayed in the table view will be copied or downloaded.

## Help/Contact Us

- If you would like detailed information about the features of these tables, in-depth [instructions](#) are available.
- Please [Let Us Know](#) if you experience any problems.
- To receive [updates](#) on site content, please join the [Health Data for All Ages listserv](#).